

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 05-04	Effective Date: 05/05/04	Revision Date: 08/31/04
Subject: Transportation Policy		

I. Policy Statement

Division employees shall ensure that all transportation of a juvenile for any reason, including placement, court, or medical appointments, is conducted with appropriate and adequate security and safety.

II. Rationale

When a juvenile is in the Division's custody, the Division employees are responsible for the juvenile's safety and the public's safety during transports to placements, court, medical appointments, etc.

III. Definitions

- A. A "State-owned vehicle" is an automobile that is owned by the State's Motor Pool and leased to the Juvenile Justice Services' facility or program.
- B. A "caged car" is a vehicle that is designed for secure transportation and has a metal screen permanently attached between the front seat and the back seat.
- C. "Restraints" are any approved devices used for the purpose of restraining movement.
- D. A "secure facility" is any Juvenile Justice Services' facility (operated or contracted) that is considered a place of confinement where juveniles are remanded, such as detention or long-term secure.

E. Procedures

- A. Prior to Transport:
 - 1. The purpose and destination shall be clearly determined prior to departure from any facility or program.
 - 2. Consider if medical care can wait until the juvenile is released from the facility or program prior to transporting, and then recommend it to the worker.
 - 3. A case worker or facility supervisor shall determine if a second staff member is needed to assist the transport for safety reasons and factors listed:
 - a. potential allegations of abuse by a juvenile;
 - b. juvenile's aggressive and assaultive behavior or history;
 - c. run risk;
 - d. implied or verbal threats by the juvenile, or family, or friends;

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- e. juvenile's gender;
- f. juvenile's size;
- g. destination.

- 4. If the assessment of the juvenile and transport suggests that either a second staff member or law enforcement is needed, the supervisor or case manager shall make the arraignments, transport order, or request to law enforcement.

B. Transportation Process:

- 1. Staff shall complete a thorough search of the vehicle and the detainee immediately prior to and return from transport.
- 2. Restraints shall be used whenever the juvenile is from a secure facility or going to a secure facility.
- 3. Case managers may authorize the use of restraints in transporting absconders.
- 4. When possible, two staff members shall be utilized when transporting any person of the opposite sex.
- 5. Stopping at any other location, with the exception of emergency and restroom stops, is prohibited.
- 6. All transportation shall be conducted in a State-owned vehicle.
- 7. Staff members with a valid driver's license and who have completed the defensive driving training shall conduct transportations.
- 8. The juvenile shall be placed in the rear seat of a caged car.
- 9. The juvenile shall be seated in the front seat when being transported alone.
- 10. When two staff members transport a juvenile in care, the juvenile shall be placed in the rear seat, right side. The second staff person shall sit immediately behind the driver.
- 11. All passengers (staff and juvenile) shall be secured by the seat belt at all times.
- 12. Staff transporting shall take radios or cell phones for communication.
- 13. Staff shall accompany any juvenile from a secure facility, at all times during the transport, even if hospitalization is required.

C. Documentation:

All transportation of juveniles shall be documented in the juvenile's file and facility log with regards to the purpose, time of departure, arrival, and escort (staff).

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5. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.

Eldon Money, Chairman
Board of Juvenile Justice Services

Date

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date